

## **Standards Committee**

Effective: June 30, 1967

## **UDOT 08A5-1**

Revised: March 19, 2008

### **Purpose**

To establish the procedure and place responsibility for the development, revision, and preparation of standard drawings, specifications, and related policies and procedures, and for their review, approval, printing, and distribution.

### **Policy**

The Standards Committee reviews and approves all standard drawings, specifications, supplemental specifications, and related policies and procedures prior to implementation. The Committee also considers relevant matters presented to it by interested units or individuals, formulating appropriate action within its scope of responsibility.

The Standards Committee is composed of ten permanent members, with the Project Development Engineer as chairperson and the Department Preconstruction Engineer serving as secretary. Membership, representing the offices, divisions, sections, or units as indicated, is as follows:

#### Members

Director, Project Development (Chairperson)

Region Director

Region Preconstruction Engineer

Director, Engineering Services

Engineer for Construction

Engineer for Materials

Engineer for Maintenance

Engineer for Traffic & Safety

Bridge Design Engineer

Intelligent Transportation Systems (ITS) Engineer

## Advisory Members

Research Engineer

Federal Highway Administration (FHWA)

Associated General Contractors (AGC)

American Council of Engineering Companies, Utah Branch (ACEC)

Members should appoint a substitute when the member is unable to attend a meeting. The substitute assumes full authority to bind the represented division to a decision by vote or other action in matters pertaining to the Standards Committee. Qualified individuals will continually fill all positions.

Both region positions are appointed by the Deputy Director. The Region Director and Region Preconstruction Engineer members if possible should not be from the same region.

Temporary advisory members may be selected by the Committee to advise and assist when specialized talents are needed. Advisory members do not have the power to vote. However, FHWA approval is required for all standard drawings, standard specifications, and supplemental specifications, where Federal participation is anticipated. This approval is provided in a letter from FHWA presented to the Standards Committee the day of the scheduled meeting in accordance with procedure 08A5-1.3.

Robert's Rules of Order will generally be followed, and in matters not provided for or not applicable, the Committee may formulate its own rules of procedure. Six members are required to constitute a quorum. As a matter of rule, items presented at a regularly scheduled meeting can be approved at that meeting if Attachment 1 has been completed in sufficient detail for the Committee to make an approval decision. Items presented at special meetings will be handled on a case-by-case basis.

Meetings are normally scheduled for the last Thursday, every other month, starting at 8:00 a.m., for four hours. The chairman may call or cancel a meeting, depending upon the quantity and urgency of the business at hand. Three or more of the permanent members may also call meetings.

The Deputy Director has final approval authority of actions of the Standards Committee.

The Deputy Director approves all membership changes.

## **Definitions**

### **Sponsor**

An individual or task force (appointed by the Chairman of the Standards Committee) presenting an item to the Standards Committee. The sponsor should be a member of the Standards Committee or be in contact with a Committee member who is familiar with the subject matter contained in the document.

### **Technical Staff Support**

That support provided by the Standards Section to the sponsor identifying the need for a new or revised document. Works closely with the sponsor or with a task force in the actual preparation of draft or final documents, including supporting documentation.

That support provided by the Standards Section to take actions related to meeting minutes and agenda.

### **Draft Document**

Document prepared for review by the Standards Committee and conforming to specified guidelines.

### **Final Document**

Documents prepared from approved drafts for final review and approval by the Standards Committee and conforming to specified guidelines.

# Procedures

## Preparation and Approval of Documents by the Standards Committee UDOT 08A5-1.1

**Responsibility:** Sponsor

### Actions

1. Determine need to develop new or revised Standard Drawings or Specifications or the need to present information of interest to the Committee.

**Responsibility:** Sponsor (with assistance from the Standards Section)

2. Prepare draft of new or revised Specifications, Standard Drawings, or general information as specified below.
  - (a) Specifications, Supplemental Specifications. In the case of a revised document, prepare the draft with the “**MS Word Track Changes**” option turned on.
  - (b) Standard, Supplemental Drawings. Prepare the draft.
  - (c) General Information. Prepare the draft in a format suitable for the information.
3. Complete all Submittal Sheet and Review Comments Requirements
  - (a) Allow all Stakeholders a two-week response time to process and respond to coordination requests. All areas should try to complete review and comment as soon as possible but within two weeks.
  - (b) Complete Procedure 08A5-1.4, Stakeholder Notification and return to the next step on completion of Procedure 08A5-1.4 or after 14 calendar days if no comments are received.
4. Submit all pertinent information including a completed attachment 1 and 2, specifications, or drawings to the Standards Section at least 14 working days before a regularly scheduled Standards Committee meeting. Refer to the Standards Committee Web site at <http://www.udot.utah.gov/go/standardscommittee> for meeting dates and deadlines. Include all electronic files were possible. Refer to Standards Committee Web site at <http://www.udot.utah.gov/main/f?p=100:pg::::1:T,V:661> or the 2008 Master Files Web page at <http://www.udot.utah.gov/main/f?p=100:pg::::1:T,V:1931> for the submittal sheet and review comments form.

**Responsibility:** Standards Section

5. Review related documents and make any changes that may be required as a result of the draft of new or revised Standard Drawings, Specifications, or information.
6. Prepare the agenda in accordance with UDOT procedure 08A5-1.2.
7. Publish the entire package to the Standards Committee Web site and send out email notice of publication in accordance with UDOT procedure 08A5-1.2.

**Responsibility:** Standards Committee Members

8. Review the agenda with attachments prior to the Committee meeting.

**Responsibility:** Sponsor/Presenter

9. Present the draft of new or revised Standard Drawings, Specifications, or general information with supporting documentation and explanation to the Standards Committee.

**Responsibility:** Standards Committee

10. Take one of the following actions:
  - (a) Discuss the Standard Drawing, Specification, or information as presented. Approve the item as presented, or.
  - (b) Discuss the Standard Drawing, Specification, or information as presented. Approve the item with changes, or
  - (c) Refer the Standard Drawing, Specification, or information back to the Sponsor so that the Sponsor can make required changes before bringing the item back to the Committee, or
  - (d) Reject/defer the Standard Drawing, Specification, or information.

**Responsibility:** Sponsor and Standards Section

11. When either step 10 (a) or 10 (b) is taken, prepare the final copy of the Standard Drawing, Specification, or information as required and as specified below.
  - (a) Specifications, Supplemental Specifications. Remove all markings made in accordance with item 2A above. Place the effective date of the change on the document. The effective date is the approval date (meeting date) unless the Committee approves a future date. Make any approved or editorial changes in accordance with Step 13.

- (b) Standard, Supplemental Drawings. Make any approved or editorial changes in accordance with Step 13. On the final drawing(s), place the approval date in both “Recommended for Approval” and “Approved” date lines. The dates are the date that Standards Committee approves the drawing. Complete the “Revisions” section. On Supplemental Drawings add a block indicating “Supplemental Drawing.”
  - (c) General Information. Prepare the final copy in a format suitable for the information. Make any approved or editorial changes in accordance with step 13.
- 12. When step 9(c) is taken, make the necessary changes and go back through steps 2 through 11.

**Responsibility:** Sponsor

- 13. Make the editorial changes to an approved item and send electronic files to the Standards Section within **five** working days from the date of the meeting. If approved with no changes, check with the Standards Section to make sure they have all needed files.

**Responsibility:** Standards Section

- 14. For approved Standard Specifications, Supplemental Specifications, Standard Drawings, or Supplemental Drawings complete step 16 of UDOT procedure 08A5-1.2.

## **Preparation of Minutes and Distribution of Minutes and Approved Items UDOT 08A5-1.2**

**Responsibility:** Standards Section

### **Actions**

1. Attend Standards Committee meeting and as required, gather information needed to transcribe meeting minutes.
2. Following the meeting, prepare a draft of the minutes for review by the Committee Secretary.

**Responsibility:** Standards Committee Secretary

3. Review and edit the draft of the meeting minutes.

**Responsibility:** Standards Section

4. Gather information needed to prepare agenda for the next meeting.
5. Make required changes to the meeting minutes.
6. Update the agenda section of the minutes.
7. Review all submitted files and information.
8. Create PDF files of submitted items, compile into one PDF file package, add document page numbering in the PDF file.
9. Publish the agenda package to the Standards Committee Web site at least 10 working days prior to the next regularly scheduled meeting.
10. Send an e-mail to the “Standards Committee Issues” group advising them that the agenda package has been published to the Standards Committee Web site.
11. Make and distribute hard copies of the package to the Chairman and the Standards Section.

**Responsibility:** Standards Committee

12. Approve with or without modifications, the minutes of the previous meeting.
13. Take action on agenda items in accordance with UDOT procedure 08A5-1.1.

**Responsibility:** Standards Section

14. Make any required changes to the meeting minutes.
15. File the minutes as required.
16. Publish all changes within 10 working days from the last Standards Committee meeting.



## **Approval By FHWA**

## **UDOT 08A5-1.3**

**Responsibility:** Standards Section

### **Actions**

1. Notify FHWA in accordance with 08A5-1.2, Step 10 that the minutes agenda package has been published to the Standards Committee Web site.

**Responsibility:** FHWA

2. Distribute the agenda package downloaded from the Standards Committee Web site within the FHWA Division Office for review and comment as appropriate.
3. Complete an approval letter to be provided the same day of the Standards Committee meeting. Provide the letter prior to the meeting to the Standards Committee Chairperson and Secretary if attendance by FHWA at the meeting is not possible.
4. Provide an electronic copy of the approval letter by e-mail to the Standards Committee Chairperson and Secretary.
5. Provide comments during the regularly scheduled Standards Committee meeting.

**Responsibility:** Standards Section and Standards Committee

6. Complete UDOT 08A5-1.1, Step 10 to discuss FHWA comments
7. Complete remaining procedural steps for approved items beginning at UDOT 08A5-1.1, Step 11.

**Responsibility:** Sponsor

**Actions**

1. Send a copy of the proposed Standard Specification, Supplemental Specification or Standard Drawing and Submittal Sheet by email to the AGC and ACEC Standards Committee representative. If no Submittal Sheet is available provide a memo that outlines the change and the reason for the change.
2. Refer to the Standards Committee Web site, Members page at <http://www.udot.utah.gov/main/f?p=100:pg::::1:T,V:659> for the respective e-mail addresses.
3. Coordinate with all additional stakeholders in accordance with the Submittal Sheet.
4. Indicate in any email sent out for coordination that a reply is required even if there are no comments and that phone follow up will be conducted with any stakeholder not replying.

**Responsibility:** AGC/ACEC Committee Member

5. Select at least two AGC or ACEC members each from respective membership to review and comment on the proposed change.
6. Provide comments by return e-mail within 14 calendar days to the Sponsor.

**Responsibility:** Stakeholders

7. Review and comment on the proposed change.
8. Provide comments by return e-mail within 14 calendar days to the Sponsor.

**Responsibility:** Sponsor

9. Complete the Review Comments Form available on Standards Committee Web site at <http://www.udot.utah.gov/main/f?p=100:pg::::1:T,V:661> or the 2008 Master Files Web page at <http://www.udot.utah.gov/main/f?p=100:pg::::1:T,V:1931> or a suitable substitute. Include contacting stakeholders who did not provide a reply with comments or indicated no comment.
10. Return to Procedure 08A5-1, step 4 and continue the process.

# Attachment 1 - Standards Committee Submittal Sheet

## Standards Committee Submittal Sheet

Name of preparer: \_\_\_\_\_  
Title/Position of preparer: \_\_\_\_\_  
Specification/Drawing/Item Title: \_\_\_\_\_  
Specification/Drawing Number: \_\_\_\_\_

**Enter appropriate priority level:**

(See last page for explanation) \_\_\_\_\_

Sheet not required on editorial or minor changes to standards. Check with Standards Section.

### NOTES:

1. All Submittal Sheets must be completed and sent to the Standards Section by the Standards Committee suspense date as shown on the Web.  
(<http://www.udot.utah.gov/go/standardscommittee>)
2. The Preparer of the Submittal Sheet or the Standards Committee member (or authorized substitute) responsible for the submittal must be present at the Standards Committee meeting and capable of discussing and answering all questions related to the submittal. The item will be postponed to a later meeting if one of these people is not present.
3. Notify the Standards Section immediately of any changes that impact the presentation to include absence of sponsor or delay in presentation.

Complete the following: (Use additional pages as needed.)

- A. Why? Detail the reason for changing the Standard (Specification or Drawing), what has initiated a new Standard, or what has caused a new or changed item of interest.

- B. Measurement, Payment, Acceptance, and Documentation:

1. How is Measurement and Payment handled? Existing (from the measurement and payment document), modified, or new measurement and payment to be included with all Standard Specifications or Supplemental Specifications.

2. How is Acceptance and Documentation handled? Existing (from the acceptance and documentation document), modified, or new acceptance and documentation to be included with all Standard Specifications or Supplemental Specifications. Include Contractor Submittals, Inspection Elements, and Documentation.

C. Stakeholder Notification for AGC and ACEC:

By email provide the AGC and ACEC Standards Committee member a copy of all pertinent information relating to the specification or drawing. Detail all responses below. Indicate if no comments were received.

Note: There is a two-week response time set for this item.

Refer to the Standards Committee Web site, Members page at <http://www.udot.utah.gov/main/f?p=100:pg::::1:T,V:659> for the respective e-mail addresses.

AGC Comments: (Use as much space as necessary.)

ACEC Comments: (Use as much space as necessary.)

- D. Stakeholders? From the list provided, document the stakeholders contacted, detailing: the company, name of contact, how contacted (by phone, email, hard copy, or in person), concerns, and comments of the change. Stakeholders:

Note: There is a two-week response time set for this item. Allow Stakeholders two weeks to process and respond to coordination requests. All areas should try to complete review and comment as soon as possible but within two weeks.

In-house (for example, preconstruction, materials, construction, safety, design, maintenance) (Include all applicable in-house areas even if not listed above.)

Construction Engineers

Contractors (Any additional contacts beyond “C” above.)

Suppliers

Consultants (as required) (Any additional contacts beyond “C” above.)

FHWA (To be accomplished as part of the two-week process before submitting to the Standards for inclusion on the Standards Committee agenda.) (This is in addition to the requirements of UDOT Policy 08A5-1, procedure 08A5-1.3.)

Others (as appropriate)

- E. Other impacted areas, systems, or personnel. (Consider all impacts and possible changes to these areas during the preparation process. Coordinate with all appropriate areas for the respective item. List all impacts and action taken.)
  - 1. Minimum Sampling and Testing Requirements
  - 2. Business Systems (Electronic Bid System, Project Development Business System, Electronic Program Management, Computer-Aided Drafting and Design, etc.)
  - 3. Implementation Plan (Provide detailed instructions on how the subject item will be implemented to include notification of all interested parties and training requirements.)

- F. Costs? (Estimates are acceptable.)
1. Additional costs to average bid item price.
  2. Operational (For example, maintenance, materials, equipment, labor, administrative, programming).
  3. Life cycle cost.
- G. Benefits? (Provide details that can be used to complete a Cost – Benefit Analysis.) (Estimates are acceptable.) (If no costs, what is the benefit of making this change?)
- H. Safety Impacts?
- I. History? Address issues relating to the current usage of the item and past reviews, approvals, and/or disapprovals.

## Priority Explanation

Enter the appropriate priority in the box on the first page of the document.

- |            |   |
|------------|---|
| Priority 1 | Upon posting, this impacts all projects in construction and design with a Change Order, Addenda, and immediate change to projects being advertised. |
| Priority 2 | Upon posting, this impacts projects being advertised.   |
| Priority 3 | Upon posting, the approved standard takes effect <b>four weeks</b> later for projects being advertised.   |

Standard Drawing/Specification Review Sheet			Review Comments		
Std Dwg/Spec Number			Sheet 15	of	15
Date:			Facilitator:		

## Attachment 2 - Standards Committee Review Comments Form

### Review Comments Form

Item No.	Reviewer	Sheet/Section No.	Comment	Review Mtg. Action	Final Action.
1					
			Response:		
2					
			Response:		
3					
			Response:		
4					
			Response:		
5					
			Response:		
6					
			Response:		
7					
			Response:		
8					
			Response:		
9					
			Response:		
10					
			Response:		

Action Code	A	B	C	D
	Submitter will Comply	Submitter to Evaluate	Delete Comment	Others to Evaluate